



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257

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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: I.S. Agent - Information Systems Agent

DEPARTMENT: Tribal Gaming Agency

POSITION SUMMARY: Provides regulatory oversight and monitoring of the Swinomish Casino and Lodge Electronic Gaming Systems (TLS) to ensure compliance according to Swinomish Tribal/State Compact, Indian Gaming Regulatory Act (IGRA), Rules and Regulations, Internal Control Policies and Procedures, Minimal Internal Control Standards (MICS), and all applicable laws and regulations for Class III and Class II technical standards. Honors and represents the mission, vision, values of the Swinomish Gaming Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all shipping and receiving of gaming machines/equipment.
- Responsible for auditing and overseeing compliance regarding electronic gaming systems.
- Reviews and approves all Slot Project notifications.
- Verifies and approves software utilizing approved testing protocols to ensure compliance with approved specifications with Independent Testing Labs.
- Participates in the investigation of alleged violations involving electronic gaming systems and devices.
- Coordinates technical assistance for fingerprinting equipment and internal software and services and collaborating with Tribal IT and Merydyan Technologies with any technical support as needed.
- Coordinate with Tribal IT and Casino IT with Cyber security incidents and protocols procedures.
- Keep the Executive Director and Deputy Director informed and updated on all situations and activities within the department and gaming facility on a daily basis.
- Always provides excellent customer service for all internal and external customers of the operations.
- Maintains, documents and reports all incidents.

- Maintains and enhances professional skills and techniques through participation in educational workshops, classes, training conferences.
- Maintains strict confidential information.
- Performs Audits/Checklists as required. Assist WSGC with audits.
- May perform or assist as a Gaming Agent as required.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of information systems technologies, applications, principles, and capabilities, and data networking and processing.
- Capable in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Capable of understanding server based electronic gaming systems.
- Ability to operate various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to represent the Tribal Gaming Agency in a professional manner, building respect and confidence.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to remain calm in adverse situations.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Must present a professional and neat appearance.
- Must be physically capable of making a forcible detainment
- Must be able to bend without difficulty and stand for prolonged periods of time.
- Must occasionally lift and/or move up to 40 pounds.
- Required to work any shifts, Days, Swing, Grave, including Holidays.

MINIMUM QUALIFICATIONS

- Must be knowledgeable of the Casino Industry or Tribal Gaming Regulatory Environment preferred.
- Must have at minimum (5-10) years work experience in Computer Science, Electric Gaming Environment, Casino Industry Environment, and Regulatory Environment preferred.
- Must be 21 years of age or older.
- Must have a valid Washington State driver's license.
- Must pass criminal background check.
- High School Diploma or GED equivalent required.
- Associate's Degree in Computer Science or related field. *Relevant experience may substitute for the degree requirement on a year-for-year basis.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both an office setting and casino gaming environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of _____ is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____